

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Community and Human Development

AGENDA DATE: 11/01/05

CONTACT PERSON/PHONE: Community and Human Development, Nathalie Prise, (915) 541-4643

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Personal Services Contract for William L. Lilly, Jr.

BACKGROUND / DISCUSSION:

This individual will be responsible for planning, developing and managing a comprehensive Citywide Neighborhood Services Program that will strengthen and improve neighborhoods by coordinating policy and program initiatives that promote neighborhood revitalization and conservation strategies and by responding proactively to neighborhood organizations and residents.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

Fund Source: 71150047-10044-71000-G7131CD0002 & 71010278-01101-71000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) JRB

FINANCE: (if required)

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Manager be authorized to sign a Contract between the **CITY OF EL PASO** and **WILLIAM L. LILLY, JR.**, to assist the Community and Human Development Department as a Neighborhood Services Manager at a biweekly rate of \$3,076.80 for 40 hours per week. The term of the contract shall be for the period of December 5, 2005 through December 4, 2006

APPROVED this _____ day of November, 2005.

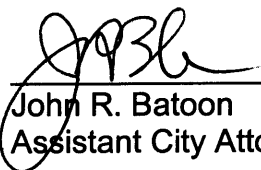
THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

NEIGHBORHOOD SERVICES MANAGER

Under general direction, the position is responsible for planning, developing and managing a comprehensive citywide Neighborhood Services Program that will strengthen and improve neighborhoods (1) by coordinating policy and program initiatives that promote neighborhood revitalization and conservation strategies and (2) by responding proactively to neighborhood organizations and residents.

SCOPE OF DUTIES

- Assess neighborhood needs, recommend programs and develop funding proposals to meet those needs.
- Plan, implement and operate neighborhood residential and commercial development programs and projects, including housing programs, neighborhood services and neighborhood commercial revitalization, in order to improve the quality of life for residents and promote visible revitalization.
- Create partnerships and encourage collaboration between City officials, public agencies, private sector representatives, investors and neighborhood groups, for the development of revitalization projects and activities.
- Coordinate with other City Departments to improve neighborhood-oriented service delivery and problem solving.
- Evaluate systems, recommend strategies, and develop incentives to encourage economic development in identified neighborhood revitalization areas, including the expansion of existing businesses and the creation of new enterprises.
- Coordinate existing program activities and new program proposals with other City departments and private non-profit and for-profit community agencies.
- Generate community involvement in neighborhood improvements efforts within identified neighborhoods.
- Research and identify public and private funding sources and requirements for neighborhood revitalization programs, projects and improvements.
- Prepare and submit grant applications to secure funding for programs and projects.
- Perform related duties as required.

RESUME

William L. Lilly, Jr.

Professional Objective:

Seeking a challenging and responsible management position where comprehensive administration experience and management abilities can be utilized to provide an opportunity for continued professional growth.

Summary of Qualifications:

- Proven record of contributions through the utilization of effective administration, planning and personnel management
- Demonstrated proficiency in coordinating comprehensive and complex projects for sustained exceptional performance
- Problem solver allowing for creative methods and solutions
- Excellent organizer, with the ability to devise procedures for effective completion of goals and objectives
- Excellent communication skills, both written and verbal
- Proven grant and administration skills

Professional Experience:

City of Yuma, Yuma, Arizona

July 1996 to Current:

- | |
|--|
| <ul style="list-style-type: none">• Neighborhood Services Manager• Neighborhood Specialist for Economic Development |
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Neighborhood Services Manager:

Manage the Neighborhood Services Division to include the development and implementation of redevelopment and revitalization plans and strategies to improve older and distressed neighborhoods. Develop programs and projects to improve the quality of life for residents and to ensure sustainability of activities. Research, identify and secure public and private funding to assist the implementation of plans and strategies.

Responsible for the administration of the Community Development Block Grant Program, the HOME housing programs, State Housing Fund programs, U.S. Department of Justice funding and others to effectively implement neighborhood revitalization programs. Duties include the management, training, evaluation and assignment of tasks for the Neighborhood Services staff.

Responsible for the administration, monitoring, and preparation of required reports and compliance with legal funding requirements. Responsible for resolving complex and politically sensitive issues encountered regarding neighborhood issues. Responsible for developing and maintaining positive relationships and collaborations with Federal, State, and local entities including non-profit organizations and the private sector. Represented the department at public meetings, hearings, and community and neighborhood events.

Projects included the development and implementation of the Carver Park Neighborhood Revitalization Plan and Strategy, the Carver Park Neighborhood ACTION Communities Initiative, development of the Carver Park Neighborhood Site Specific distressed mobile home revitalization strategy, the Carver Park Neighborhood Redevelopment Plan, the Carver Park Neighborhood Weed and Seed Strategy, preparation of a Section 108 Loan Application and EDI Grant Application.

Neighborhood Specialist for Economic Development:

Researched, compiled and analyzed trends in community development and neighborhood revitalization. Facilitated the performance of grant projects and programs, including preparation of reports, grant applications and monitoring. Conducted public outreach activities and provided technical assistance to sub-recipients and grantees. Assisted in planning and preparation of the City of Yuma Consolidated Plan. Developed specific programs to assist commercial businesses and property owners located in eligible areas.

Arizona Department of Commerce, Phoenix, Arizona

September 1993 to July 1996:

- Contracts Management Specialist III
- Community Development Program Specialist
- ADA Coordinator for the Arizona Department of Commerce

Assisted in the administration of the State of Arizona's community Development Block Grant Program. Directly responsible in the overseeing of over 20 communities and jurisdictions. Responsibilities include numerous functions not limited to: Preparing and/or reviewing programmatic and fiscal contract

components; reviewing grant applications; negotiating contracts; monitoring and evaluating contract compliance; on-site monitoring; development of policies and procedures for contract management and administration; providing technical assistance to communities on compliance, programmatic and implementation issues. Required extensive knowledge of the U.S. Department of Housing and Urban Development rules and regulations, the National Environmental Policy Act, Davis Bacon Related Acts, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), among others.

ADA/504 Coordinator – Responsible for ensuring agency's and sub recipient compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Clark County Managers Office, Las Vegas, Nevada

October 1990 to October 1992

- Management Analyst II

Organized and performed management studies including recommendations on organizational structure, administrative policies and management techniques. Responsible for liaison with County franchisees (monitoring rate structures, consumer services, etc.) Assisted in day-to-day administration and served as liaison to several unincorporated jurisdictions within Clark County.

City of Benton Harbor, Benton Harbor, Michigan

November 1980 to July 1988

- Community Services Director/Assistant City Manager

Director of administration and operations of the Community Services Department which included Community Development, Economic Development and Building Inspections divisions. Also assisted in the day-to-day operations of the City.

Community Development

Responsible for preparation of grant proposals and administration of funding of federal, state, and private resources to design and implement programs to assist the redevelopment and growth of the community. Activities included new housing development, infrastructure and public works improvements, housing rehabilitation, acquisition and relocation of residential and commercial, and funding for community based agencies and programs.

Economic Development

Development of strategies for the retention, expansion and recruitment of commercial and industrial businesses. Forerunner in the development and advocate of Enterprise Zone legislation. Required extensive knowledge of incentive programs. Developed and administered numerous grant and revolving loan programs to assist small business.

Inspections

Responsible for planning and supervision of the inspection of new construction and renovation of industrial, commercial and residential facilities. Also responsible for development and implementation of code enforcement programs in commercial and residential neighborhoods.

Community Services Department

October 1976 to November 1980

Served in several capacities within the Community Services Department to include Community Services Coordinator, Coordinator of Administrative Affairs of Community and Economic Development, Economic Develop Specialist, and Economic Development Research Specialist.

Educational Background:

1976 Western Michigan University, Kalamazoo, Michigan

- Bachelor of Business Administration

Graduate Courses: Accounting, Marketing, Planning and Management.

Other: Numerous courses, workshops, etc. in City Planning, Redevelopment, Grantsmanship, Policy management

Personal Recognitions:

2004 – Arizona Department of Housing – Housing Hero Award
2004 – Chicano Por La Causa – Outstanding Community Support
2004 – Yuma NAACP – Community Service Award
2002 – Yuma Private Industry Council- Partnership Excellence Award
2001 – City of Yuma – Employee of the Year
1997 – City of Yuma – Excellence in Action

Board Member of numerous non-profit organizations

Accomplishments

Rental Inspection Program – Developed and implemented the first mandatory Rental Inspection Program in the State of Arizona. The program requires all residential rental property in approved Neighborhood Revitalization Areas to be registered with the City and to be inspected, to ensure that at a minimum Housing Quality Standards (HQS) are met. The program assists in protecting the health, safety and welfare of the occupants and improved and /or preserved the quality of rental properties, while enhancing the character and stability of neighborhoods. This program achieved 97% compliance.

Government Fee Reduction Program – Developed and implemented a Government Fee Reduction (GFR) program to assist in creating additional affordable housing opportunities and to revitalize and/or preserve older neighborhoods. The program achieves by providing subsidies for building permits fees, water and sewer capacity fee or impact fees for newly constructed single-family homes, newly constructed rental developments or properties that are substantially rehabilitated. The subsidies offset the costs of government fees associated with the construction. Over 75 housing units located in the revitalization area were made affordable as a result of this program.

Neighborhood Economic Revitalization and Development Program – Developed and implemented the Neighborhood Economic Revitalization and Development (N.E.R.D.) in neighborhood revitalization areas. The goal of the program is to revitalize the commercial corridors of distressed neighborhoods. Often in older/distressed there are commercial building that are vacant and or/ underutilized and have excellent potential for re-use as commercial, residential or mixed-use facilities. Reuse and redevelopment of the properties provide employment opportunities for neighborhood residents. This program includes three (3) primary components. They are the Entrepreneurial Training Program, the Loan Participation Program and the Technical Assistance Program. The Entrepreneurial Training Program provides a structured entrepreneurial training program targeted to small and minority business located in the revitalization area. In collaboration with Small Business this entrepreneurial training program focus on the development of business plans, estimating and costing, bidding, planning and research, organization, marketing and financial planning to include budgeting and cash flow and financing. Participants that successfully complete the entrepreneurial training program will be given preference access the Loan Participation Program. The primary objective of the Loan Participation program is to promote business recruitment, expansion, retention and start-up in revitalization areas. The program is funded utilizing will be funded utilizing U.S. Department of Housing and Urban Development, Economic Development Initiative (EDI) Funds to leverage funds from local financial institutions. This program also provides technical assistance to property owners to look at creative alternatives to enhance or re-use properties.

Neighborhood Leadership Academy – Implementation of an award winning Neighborhood Leadership Academy. The Neighborhood Leadership Academy provides a series of professionally led seminars and training sessions that provide knowledge, skills

and experience for neighborhood residents to become neighborhood and/or community leaders. The program increases citizen participation and empowers resident's leadership within existing neighborhoods. Over 200 residents have graduated from the Neighborhood Leadership Academy and have gone on to become City Council members, County Commissioners, members of appointed Boards and Commissions and community leaders.

Riverfront Development Project Initiation – Development the initial concept of redevelopment of the former City Landfill to a reusable and productive land located in an older distressed neighborhood. Developed the proposal to the Environmental Protection Agency (EPA) to redevelop the former landfill as a Brownfields site. The 110-acre former landfill has been reclaimed as a regional riverfront park, with improved recreational facilities and access to the river. Over \$3 million in federal, state and local funds were amassed to undertake the construction of the park.

Rear Commercial Facade Program – Developed and implemented a Commercial Façade Program for commercial property owners located in downtown Yuma. The program was unique in that it was designed in improve the uniformity of the rear façades of commercial properties located in downtown Yuma. The vast majority of the parking in downtown Yuma was located in the rear of properties. There was a significant amount of blight and no common theme to the appearance of the properties. The improvements included façade improvements, landscaping, lighting and signage. The Arizona Main Street Program provided matching funds to the funding provided by the City of Yuma and property owners. Over 20 properties participated in the program that marked a drastic improvement in the appearance of downtown Yuma. This program was recognized by the Arizona Department of Commerce.